



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

CN #04-09
USDA SP #34-2008
USDA SFSP #09-2008

MEMORANDUM

TO: Sponsors of the National School Lunch Program

FROM: Mary Szafranski, Deputy Associate Superintendent
Arizona Department of Education, Health and Nutrition Services

Lee Renda, NSLP Nutrition Director
Lynn Ladd, NSLP Health Director
National School Lunch Program

DATE: August 26, 2008

SUBJECT: Automatic Eligibility for Early Head Start Participants

Original Signed

This memorandum supplements memo CN #01-09 issued on June 30, 2008, concerning automatic eligibility for free meals for any child who is enrolled in Head Start. **We are issuing this latest memo to notify LEAs that the new automatic eligibility rule also applies to children and eligible pregnant women enrolled in Early Head Start.**

Early Head Start is a federally-funded child development program that provides services to low-income infants, toddlers, and pregnant women. It has the same eligibility criteria as Head Start. Therefore, the amendments to the Richard B. Russell National School Lunch Act that make any child enrolled in Head Start automatically eligible for free meals also apply to participants in Early Head Start.

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Below are some important highlights:

- Participants in Early Head Start may receive free meal benefits without further application or eligibility determination.
- Acceptable documentation for participants includes an approved Early Head Start application, a statement of Early Head Start enrollment, or a list of participants from an Early Head Start official.
- All reimbursable meals served to participants in Early Head Start and who participates in NSLP may be claimed at the free rate.

We recognize that this extension of automatic eligibility may not apply to many LEAs, but it is important to assure that children enrolled in Early Head Start, including eligible prospective mothers, are able to participate in NSLP.

All such reimbursable meals served December 12, 2007 and beyond may be claimed. LEAs may submit revised claims in order to claim all reimbursable meals served to Early Head Start enrollees that were not previously claimed at the free rate. For detailed instructions on retroactively claiming for Head Start and Early Head Start meals served December 12, 2007 and beyond please refer to memo CN #01-09 located at <http://www.ade.az.gov/health-safety/cnp/nslp/Memos/>. The deadline for submitting retroactive claims is December 26, 2008.

For questions regarding Early Head Start eligibility status, please contact your School Health and Nutrition Specialist. For questions regarding retroactively claiming meals, please contact Lee Renda at (602) 542-8705.

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